



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

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November 10, 2011

Douglas W. Domenech
Secretary of Natural Resources

David K. Paylor
Director

(804) 698-4000
1-800-592-5482

ADDENDUM NO. 1 TO ALL OFFERORS:

Reference – Request for Proposal:	RFP # 12-01-PJ
Commodity:	Operation & Maintenance of Groundwater Pump & Treat System – Greenwood Chemical Superfund Site
Dated:	October 12, 2011
For Delivery To:	Department of Environmental Quality
Proposal Due:	November 17, 2011, 2:00 p.m. – <u>Changed To December 1, 2011, 2:00 P.M.</u>
Pre-proposal Conference:	October 27, 2011, 10:30 a.m.

The above is hereby changed to read:

See attached questions/answers, clarifications, and changes resulting from the pre-proposal conference.

No further questions will be accepted after close of business on November 16, 2011.

Note: A signed acknowledgment of this addendum must be received at the location indicated on the RFP either prior to the proposal due date and hour or attached to your proposal. Signature on this addendum does not substitute for your signature on the original proposal document. The original proposal document also must be signed.

Sincerely,

A handwritten signature in cursive script that reads "Patsy Jones".

Patsy Jones
Contract Officer
Phone: (804) 698-4335

Name of Firm

Signature/Title

Date

Questions/Answers/Clarifications/Changes:

- 1. Does the Class 3 Waste Water Operator license have to be obtained by the proposal submission date or the contract award date? Why is a Class 3 Waste Water Operator license a requirement since it is not normally required for VPDES permitted sites?**

VPDES regulates surface water discharges. The VPDES Permit Regulation, 9VAC25-31-200 C, requires licensure of operators. The contractor must have at least a Class 3 Waste Water Operator license by the due date for receipt of proposals.

- 2. Will all of the contractor's onsite personnel be required to have the Class 3 license?**

No, not all of the contractor's onsite personnel are required to have a license, only the onsite person in charge.

- 3. Should a copy of the operator license be submitted with the proposal?**

No, fill out the designated block in the RFP document with the requested licensing information. Refer to RFP Section IX, Special Terms and Conditions, E.

- 4. What are the staffing requirements for the facility?**

Currently, a Waste Water Operator and Helper (1.75 FTEs) are used to staff the facility.

- 5. Do the hourly rates apply to the site transition period and non-routine events?**

The hourly rates shall be used by the contractor to bill for both the transition period and any non-routine maintenance activities. Refer to RFP Section XI, Pricing Schedule, B.

- 6. Will the eVA fees apply to each annual contract renewal?**

Yes, an eVA fee will be charged each time the contract is renewed. Each renewal period is added to the original purchase order and results in a change order in the eVA system.

- 7. Will the first year purchase orders be lumped together so that the eVA fees will only have to be paid once?**

The interim period and the first year of the contract will be included on one purchase order, with the eVA fee accessed on that one purchase order.

8. Will non-routine materials be “at cost” or can we mark-up?

Non-routine equipment/materials/services must be provided “at cost”. Invoices submitted to DEQ by the contractor will include copies of actual bills paid for the equipment/materials/services.

9. Do non-routine events costing less than \$1,000 need pre-approval?

Non-routine activities that cost less than \$1,000 do not require prior approval of the DEQ Contract Administrator. Refer to RFP Section III, Statement of Needs, Non-routine O&M.

10. Will we get a tax exempt number for state sales tax?

The tax exempt number is 54-73-0076K. A Sales Tax Exemption Certificate is attached with the e-mail transmission of this addendum.

11. What format should be used for the back-up documentation required for the pricing schedule?

There is no particular format for providing the back-up documentation. Include major line item costs used by the offeror to arrive at the proposed total price for routine O&M. Examples of major line item costs are: weekly monitoring and checklists; monthly, quarterly, and annual reporting; sludge disposal; GAC replacement; chemicals; laboratory services; database maintenance.

12. How should we list lab vendors in the pricing schedule?

Include a line item for laboratory services in the back-up documentation for routine O&M.

13. Who is paying the utility bill? If the electric rate is doubled in the second year, are we on the hook for that? Clarify what to do about utility bills in the addendum.

For purposes of this contract, utilities shall include electricity, telephone, and DSL. Utility bills will be considered pass-through costs. The contractor is expected to obtain service in the contractor’s name and pay the resulting monthly utility bill. The electric bill is currently averaging \$3,000/month. The telephone bill is currently averaging \$200/month. The DSL bill is currently averaging \$65/month. The contractor will request reimbursement for utility costs on the monthly invoice submitted to DEQ. The contractor will also include a copy of the utility bill with the invoice.

14. Identify all pass-through costs in the addendum.

Pass-through costs include: utilities (electricity, telephone, and DSL) and non-routine equipment/materials/services.

15. Should pricing for routine work be submitted in time and materials or lump sum?

Routine O&M should be priced as a lump sum. Refer to RFP Section XI, Pricing Schedule, A.

16. Can't find the RFP on the website.

The RFP and related documents may be accessed from the DEQ website: www.deq.virginia.gov. Scroll down to the bottom of the webpage, and click on the link for "Procurement". Then click on "Open Solicitations". The RFP is also posted to the eVA website: www.eva.virginia.gov.

17. Provide a list of documents in the zipped file. Also having trouble accessing the files.

Computer accessibility issues have been resolved. Documents related to the RFP and contained in the zipped file may be accessed from the DEQ website: www.deq.virginia.gov.

18. Should small, woman-owned, and minority-owned (SWaM) vendors be certified with the Department of Minority Business Enterprise (DMBE) by the due date for proposals?

SWaM vendors must be certified by DMBE by the due date for receipt of proposals.

19. Provide a list of equipment included. Add equipment list to website files. Which equipment conveys to DEQ at take-over?

A list of equipment is available on the DEQ website: www.deq.virginia.gov along with the RFP and related documents.

20. Is grounds maintenance included in the contract? Are the details on grounds maintenance in the O&M Manual?

Grounds maintenance is considered routine and includes such tasks as grass mowing, snow removal, and road maintenance. The contractor is expected to maintain the entrance/exit/roads so that they are in good condition and useable at all times. Grounds maintenance is not detailed in the O&M Manual.

21. How much weekend work is required?

The current EPA contractor reports that “some” weekend work is required on an “on-call basis”.

22. Is there a cost for database management? Do you use EQuIS? Why is there a requirement to use EQuIS? Is EQuIS software available? Why doesn't the state buy it (EQuIS) and let the contractor use it? There are two other software systems in use at the facility. Are there fees to use the software?

DEQ intends for the contractor to acquire and maintain all software (software, licenses, and maintenance fees) associated with operation of the plant site.

There are 5 primary software packages currently used in connection with plant operation. It is expected that the selected contractor will acquire and maintain the software (or compatible).

- 1) Wonderware is currently installed on the CPU to operate the plant. The license was upgraded in 2005. The software will transfer with the plant. No yearly fee.
- 2) Operator 10 Software is owned by the current operator and is a data recording/calculation software system that the current EPA contractor uses at multiple plants that it runs. The software keeps track of plant operations and does the auto-calls when there is a problem. The selected contractor would need something similar to validate operations and history at the plant. The selected contractor is expected to acquire Operator 10 or equivalent and pay its licensing fee as appropriate.
- 3) Maintain It tracks daily/weekly/monthly maintenance and inventory. There is a yearly fee that would need to be paid by the contractor. The selected contractor will need Maintain It or equivalent software to track maintenance requirements at the plant.
- 4) PC Anywhere is installed on the CPU at the plant. This program is not utilized by the current operator, but a new license would be required if the contractor elected to use the remote viewing capability. The software is reportedly a bit out of date, in that it requires a dial-up modem, rather than internet connection. A newer package is undoubtedly available. PC Anywhere is not required as part of this RFP, but was provided herein for completeness.

- 5) EQUIS is the data management tool used to handle the environmental sampling results. The existing database can be transferred to a new contractor. For the selected contractor to manage the database, including adding new data to the database and generating visual aids, the purchase of a license will be required. There appears to be an annual maintenance fee. See the following website: <http://www.earthsoft.com>.

23. Is air monitoring required?

Air monitoring is not required.

24. Is the sludge monitored?

Sludge monitoring is addressed in the O&M Manual.

25. Are filters monitored?

The monitoring of filters is addressed in the O&M Manual.

26. Is the sludge considered hazardous waste?

The filter cake has never been determined to be hazardous waste.

27. If the sludge or filter cake tests as hazardous waste, is that considered non-routine?

If the sludge or filter cake tests as hazardous waste, it will be considered non-routine. Offerors should review past reports posted with the RFP and related documents.

28. Do the operators need HAZWOPER certification?

40-hour HAZWOPER certification is required.

29. Are there permit requirements?

Yes, there are effluent limitations and monitoring requirements on the discharge. The Sampling and Analysis Plan, Attachment 3, contains reporting and discharge requirements.

30. Is there back-up power (generator)?

There is no back-up power at the facility.

31. Is there an “up-time” requirement?

There will be a 90% up-time requirement based on 24 hours/day, 7 days/week, 365 days/year.

32. How do you want monthly reports submitted?

Monthly reports shall be submitted electronically via e-mail.

33. Is the capture analysis referring to a potentiometric map or a model?

The capture analysis is referring to a potentiometric map.

34. Will there be any manual data entry into the database?

There will be no manual data entry into the database.

35. Do we have to put the water level data into EQuIS?

The contractor is not required to enter water level data into EQuIS, but may do so if desired.

36. How shall we handle the services, such as SVOC testing in residential wells, which will be added in 2014? Should they be included in this proposal?

Refer to RFP Section III, Statement of Needs, C. 6.

Change from: The contractor shall include TCL SVOC in the analysis of the 34 groundwater monitoring wells every other year (semiannually) starting in 2014.

Change to: The contractor shall include TCL SVOC in the analysis of the 34 groundwater monitoring wells annually.

37. Where is the discharge sampling location?

There is a designated discharge sampling port at the rear of the building.

38. What should be done with the purge water collected during sampling?

The contractor shall manage purge water in compliance with the DEQ Investigative Derived Waste Policy available on the DEQ website: www.deq.virginia.gov along with the RFP and related documents.

39. Is there a plant schematic?

A plant schematic is available on the DEQ website: www.deq.virginia.gov along with the RFP and related documents.

40. What is contained in the drums outside the building?

The drums outside the building contain used oil from motors and mixers. EPA advises that the drums will be removed prior to the DEQ take-over.

41. How is the grit handled?

The grit is disposed with the sludge once per year.

42. Process chemical resupply – routine or non-routine?

Process chemicals are considered routine. The table below illustrates usage/costs for 2009-2011.

Greenwood Chemical Site Chemical Usage and Costs 2009-2011

	2009		2010		2011		Yearly Average	
Chemical	Quantity	Total	Quantity	Total	Quantity	Total	Quantity	Total
50% Caustic tote	5	\$4,210	6	\$4,092	5	\$4,032	5	\$4,111
25% Caustic tote	9	\$4,658	2	\$748	3	\$1,581	5	\$2,329
55 gal drum Sulfuric acid (66 baum)	3	\$315	5	\$570	5	\$643	4	\$509
55 gal drum ferric chloride (38-40%)	4	\$624	2	\$300	7	\$1,062	4	\$662
Total		\$9,807		\$5,710		\$7,318		\$7,612

43. What will happen with the chemicals at the change-over date?

The stockpile of chemicals conveys to DEQ. EPA will provide amounts of chemicals at the change-over date.

44. How often is the GAC changed?

The GAC is replaced every 5-6 months and is considered routine.

45. What is done with the spent carbon?

Spent carbon is disposed after it is sampled for TCLP to confirm that it is non-hazardous.

46. Do you ever need to jackhammer the spent carbon?

There has not been a need to jackhammer the spent carbon.

47. Has the spent carbon ever failed TCLP, and thus was hazardous?

On one occasion the spent carbon failed for carbon tetrachloride.

48. Are there dedicated pumps in the monitoring wells?

There are no dedicated pumps in the monitoring wells.

49. Are the monitoring/extraction wells accessible with a 2-wheel drive vehicle?

Portions of the site will require a 4-wheel drive vehicle to access wells.

50. Is a pump failure considered non-routine?

A pump failure is considered non-routine.

51. If a pump fails, is there a need for immediate replacement?

In the event of a pump failure, the contractor must immediately notify the DEQ Contract Administrator and make a timely, but not immediate, repair.

52. Are there any spare pumps onsite?

There are no spare pumps onsite.

53. Do the wells need rehabbing?

All wells are in good condition at this time. If the wells require rehabbing in the future, this work will be considered non-routine.

54. Vapor Blower service calls – routine or non-routine?

Vapor blower service calls will be considered non-routine.

55. Is there a preferred format for the SAP and QAPP?

The format for the SAP and QAPP should be consistent with EPA's current SAP and QAPP for the Greenwood facility.

56. Clarify the number/percentage and type of samples DEQ considers appropriate for QA/QC per matrix per analysis.

The Sampling and Analysis Plan addresses QA/QC.

57. There is no potable water at the Greenwood facility. It will be the responsibility of the contractor to provide drinking water for the contractor's onsite employees.

58. A map indicating the location of residential wells is available on the DEQ website: www.deq.virginia.gov along with the RFP and related documents.

59. DEQ and EPA will participate in a facility walk-through during the transition period. A punch list will be developed and addressed prior to take-over.

60. Refer to RFP Section III, A, Site Transition, and change the website for State travel reimbursement rates.

Change from:

State travel rates are subject to change and may be accessed from the following website:
http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Summary.cfm.

Change to:

State travel rates are subject to change and may be accessed from the following website:
<http://www.irs.gov/taxpros/article/0,,id=156624,00.html>.

61. The RFP indicates that water level measurements are only collected during the quarterly/annual sampling events, but the O&M Field Sampling Plan (rev. August 2011) states in Section 3.1 (Water Level Measurements) that "Water levels will be measured monthly at all on-site monitoring wells." Could you clarify the required water level monitoring frequency (monthly or quarterly)?

All onsite wells are monthly; other water level monitoring is quarterly/annually.

- 62.** The laboratory methods that are specified in the QAPP EPA Methods document that was supplied as an attachment to the RFP seem to be inconsistent with what is being sampled. For example, TCL list Method 624 is a wastewater method but is being specified for the groundwater monitoring wells. Normally, we would run Method 8260 for groundwater monitoring wells. Please specify what methods are required for each analysis.

Method 8260B is required for VOCs; Method 8270C is required for SVOCs.

- 63.** Table 3 of the O&M Field Sampling Plan (rev. August 2011) does not specify what QA/QC analyses, if any, are required for the process water and VPDES sampling. There is a note 2 referenced at the bottom of the table, but there is no note 2 on the table itself. Please clarify.

Footnote 2 applies to analytes sampled at each of the monitoring points.

- 64.** The RFP on page 6 indicates that TAL metals including mercury are required for quarterly system sampling, but Table 3 of the O&M Field Sampling Plan (rev. August 2011) indicates that dissolved metals (including mercury?) + cyanide is a monthly system sampling requirement. Please clarify.

We are requesting monthly dissolved metals + cyanide for process water and VPDES sampling. Quarterly samples are required for the specified analytes beyond the monthly monitoring requirements for dissolved metals + cyanide.

- 65.** Metals – do they have to be analyzed by ICPMS (200.8) or would ICP (200.7) be sufficient?

Metals must be analyzed by ICPMS (200.8).

- 66.** Cyanide – does it have to be analyzed by 335.2 or would Kelada-01 be sufficient?

Cyanide must be analyzed by 335.2.